

Payment Voucher Ledger

Voucher No.: PV-2024-0012

Date: 10-June-2024

Prepared By: John Doe

Payee Name: Jane Smith

Department: Accounts

Ledger Details

S/N	Particulars	Account Code	Debit (â‚¹)	Credit (â‚¹)
1	Office Supplies Purchase	5010	4,000	
2	Bank - Payment to Supplier	2101		4,000
Total			4,000	4,000

Payment Description:
Payment made to Jane Smith for reimbursement of approved office supplies.

Supporting Documents:
Vendor Invoice #INV-204, Purchase Receipt

Approval Section

Prepared By

Name & Signature: _____

Date: _____

Checked By

Name & Signature: _____

Date: _____

Authorized By

Name & Signature: _____

Date: _____

Important Notes

- All supporting documents must be attached to the payment voucher for verification.
- Voucher should be approved by designated authorities before payment is released.
- Each entry should correspond to proper account codes as per company policy.
- Retain this document for audit and compliance purposes.
- Ensure amounts and beneficiary details are accurate to avoid discrepancies.